

COMDTINST 11103.1B

July 29, 2002

COMMANDANT INSTRUCTION 11103.1B

Subj: MAINTAINING AND SUPPORTING REPRESENTATIONAL FACILITIES

Ref: (a) Secretary of Transportation Letter dtd 5 June 2002(NOTAL)  
(b) Coast Guard Housing Manual, COMDTINST M11101.13 (series)  
(c) Civil Engineering Manual, COMDTINST M11000.11 (series)  
(d) Special Command Aide and Representational Facilities Management Manual, COMDTINST M5300.11 (series)

1. PURPOSE. This Instruction redefines all existing housing for Flag Officer billets designated as “Special Command Positions” under reference (a) – currently referred to as “Flag Quarters” – as “Representational Facilities.” Policies, procedures, and standards for operating, maintaining, repairing, and furnishing Representational Facilities are outlined within this Instruction.
2. ACTION. Effective immediately, all official references to “Flag Quarters” and “Special Command Quarters” shall be changed to “Representational Facilities”. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarter units, and special staff Headquarters division chiefs shall ensure compliance with this action, and other guidance contained within this Instruction.
3. DIRECTIVES AFFECTED. Maintaining and Supporting Special Command, Flag, and Command Quarters, COMDTINST 11103.1A, is cancelled in its entirety. This Instruction supercedes all previously applicable sections of references (b) and (c) and incorporates reference (d) where applicable.
4. DISCUSSION.
  - a. Prior to this Instruction, the Coast Guard categorized its Flag Officer housing as either “Flag Quarters” or “Special Command Quarters”. The term Special Command Quarters implies a separate, unique function other than a dwelling, and as such, these housing units were treated differently with regards to funding levels and procurement restrictions. Specifically, these units were viewed as being “representational” of the Coast Guard since they are often used to host functions of political, diplomatic, or national importance. It has now been determined that

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this definition applies to all Flag Officer housing and the title shall be changed to “Representational Facility”.

- b. It is Coast Guard policy to maintain Representational Facilities in an excellent state of repair, commensurate with their age and historic significance. In addition, occupants of Representational Facilities shall be afforded reasonable flexibility for personalizing these facilities at change of occupancy, consistent with stewardship of the “public trust”. This represents an interesting challenge that requires government diplomacy and unfettered flow of information between the occupants, the Special Command Aide (formerly Flag Quarters Managers), and the Integrated Support Command facility and maintenance personnel tasked with managing the Representational Facilities. The enclosures of this Instruction provide a comprehensive guide to establishing these goals.

5. DEFINITIONS. Enclosure (6) provides this Instruction’s definitions.

6. PROCEDURES. Procedural guidelines for Representational Facilities are delineated in the enclosures listed below.

- a. Expectations. Representational Facilities are expected to highlight the Coast Guard in their capacity of hosting functions of political, diplomatic, and national importance. Simultaneously, they must provide comfortable, appropriate, and adequate housing for flag level officers assigned to Special Command Positions and their families. As such, certain standards – as described in enclosure (1) – must be met.
- b. Furnishings (Furniture, Window Coverings, Carpeting, Tableware, and Appliances) Allowances. As stewards of the “public trust” it is imperative that uniform standards are set for authorized furnishings, window coverings, carpeting, and appliances that are considered part of the Representational Facility. These standards are prescribed in enclosure (2).
- c. Programmatic Maintenance and Management of Representational Facilities. The facilities’ maintenance support command shall be well versed in the limitations and procedures related to the maintenance and management of Representational Facilities. Enclosure (3) discusses funding limits, and procedural guidelines for maintaining Representational Facilities.
- d. Master Plan Development. Standardized Representational Facilities Master Plans are the key to maintaining and refurbishing these facilities. Their use is mandatory. Master Plans shall be updated every 5 years and changes to Master Plans shall be approved by Commandant (G-CV), and shall include an annual spend plan and a running history of expenditures. Spend plans shall be updated annually and submitted to Commandant (G-CV) via Commandant (G-S). Deviations from spend plans shall be approved by Commandant (G-CV). Enclosure (4) provides formatting requirements and example sections of a complete Master Plan.

- e. Residential Guidelines. Enclosure (5) presents guidelines and regulations pertaining to the residential side of Representational Facilities. It outlines policy and provides useful information regarding pets, yard sales, pool or hot tubs, neighborhood noise, parking, etc.
7. CHANGES. Reference (a) designates certain Special Command Positions. The housing used for these positions shall be afforded the following considerations, as appropriate:
- a. Housing used for Special Command Positions shall be re-designated as Representational Facilities.
  - b. Program management of these facilities shall be moved from Commandant (G-W) to Commandant (G-S) and Commandant (G-SEC) shall be designated the "Policy Center of Excellence" for all Coast Guard Representational Facilities.
  - c. \$400K of AFC-30 funds shall be identified on a recurring basis and allocated amongst the various ISCs (without "taxation") for the operation and maintenance of Representational Facilities.
  - d. Master Plans, changes to Master Plans, annual spend plans, and deviations from spend plans shall be approved by Commandant (G-CV). Master Plans are required to be updated every 5 years by the Representational Facility's servicing Maintenance and Logistics Command (MLC). Typically this is accomplished through the respective MLC's Civil Engineering Units (CEUs) and Integrated Support Commands (ISCs).
  - e. Responsible ISCs shall develop and maintain a new "Resident's Guide" for each Representational Facility in their Area of Responsibility (AOR) based on the master template developed by Commandant (G-SEC). This guide shall be a user-friendly document meant to provide the occupants of Representational Facilities with a "finger-tip" guide to answering any questions they may have regarding a wide range of subjects pertinent to their specific facility.

T. W. ALLEN  
Chief of Staff

- Encl:
- (1) Expectations
  - (2) Furnishings (Furniture, Window Coverings, Carpeting, Tableware, and Appliances) Allowance
  - (3) Programmatic Maintenance and Administration of Representational Facilities
  - (4) Master Plan Development
  - (5) Residential Guidelines
  - (6) Definitions

# Expectations

## Expectation and Performance

Residents of a Representational Facility have certain expectations regarding the manners and methodologies by which their residence is maintained. Additionally, they may expect certain facility requirements to be met and specific standards to be followed. Likewise, it is essential to balance reasonable cost, personal life style, quality, and service with the stewardship of taxpayers' expectations. As such, the residents of Representational Facilities will be expected to perform certain functions and fill specific roles.

### What the Resident May Expect:

The Coast Guard is committed to providing the best, most prompt, and unobtrusive management service possible. Recent changes to the Representational Facilities (previously Flag Quarters) program have clarified the roles and responsibilities of Special Command Aides (formerly Flag Quarters Manager), simplified procurement procedures, and defined the maintenance/management process for residents of Representational Facilities by providing each with a Resident's Guide. The Resident's Guide is a completely user-friendly handbook full of useful information about the facility and surrounding community ranging from emergency numbers, floorplans, furnishings inventories, local attractions, etc. Changes to the Representational Facility program have provided more budgetary flexibility, and certain process have been streamlined. The primary mission of the Special Command Aide is to assist the Flag Officer in handling many tasks and details, which if performed by the Flag Officers, would be at the expense of their primary military and official duties. Specific duties for the Special Command Aides, and expectations regarding their role, are defined in reference (d).

### What is not expected:

Reference (d) provides specific information regarding the duties of the Special Command Aide, and guidelines for use of the Special Command Aides services for non-official functions. Resident's should not lose sight of the fact that Special Command Aides are active duty military personnel assigned to Representational Facilities in an official capacity. As such, taskings and/or requests, which are not of an official nature, should not be requested of the Aide without the intent to compensate them for their time/effort.

### What is expected of the resident:

While Flag Quarters are now referred to as Representational Facilities, their primary function remains as residential quarters for flag officers. As such, residents should view the facilities in much the same way they would view a rental property. They are reasonably expected to keep the facility clean and should not cause any damage to furnishings, walls, floors, or other parts of the quarters. Yards should be kept neat and void of visible garbage or other clutter. Additionally, reasonable levels of maintenance should be completed by the resident. Examples of these types of maintenance items are listed in the **Facility Maintenance** chapter of the **Handbook** section of

the **Resident's Guide**. During their assignment tour, residents of Representational Facilities shall be expected to:

- Provide access to maintain and repair the facility, with prior notification
- Prior to move-out, identify required maintenance corrective items
- Provide advance notice of special event requirements
- Promptly report any deficiency

**Maintenance Guidelines** – Representational Facilities are required to be maintained to certain standards and guidelines. In addition, they shall incorporate specific design elements appropriate to their use. The following criteria are general standards, and apply to all Representational Facilities, however, because most of the existing facilities were purchased and not newly constructed, some of the standard elements may not be present.

### **Special Considerations:**

#### Accessibility:

The Americans with Disabilities Act mandates that all federal facilities be accessible to disabled citizens; this includes family housing. Whole house renovations will consider ADA compliance. Any family requirements for accessibility that the resident has should be brought to the attention of the Representational Facility manager at their earliest convenience.

#### Historic Facility:

The National Historic Preservation Act of 1966, as amended, pronounces that all cultural resources owned, administered, or controlled by the federal government be managed in a spirit of stewardship for the benefit of present and future. A Representation Facility may be eligible for listing as a historic property and treated as historic if it is more than 50 years old and is found to be historic by a formal investigation. The formal investigation will determine whether the house is culturally significant. Historic houses are not exempt from building and life safety codes. Depending on whether or not a facility qualifies as culturally significant, historic preservation work may have to be completed. Examples of historic preservation work include:

- Work to preserve exterior appearances, such as painting and re-roofing
- Work required for health or safety reasons that, if not accomplished, could threaten public access to the historic quarters (i.e. asbestos, lead paint, etc.)
- Work to preserve the structural integrity of the quarters, such as foundation repairs.
- Work to preserve architecturally significant features of the quarters, such as distinctive woodwork, windows, and detail work.

### Sustainability:

Responsible stewardship of Representational Facilities extends to protecting the environment by using “sustainable” concepts in maintaining and personalizing the quarters. This requires a balanced cost-effective approach in conserving natural resources, reducing maintenance requirements, reducing wastes, using recycled materials, and employing the latest environmentally responsible technology. The goal of sustainability is to ensure the best fit of the built environment with the natural environment.

### Force Protection:

Representational Facilities may require renovations or improvement projects to address concerns raised by local threat assessments. The servicing maintenance command will notify residents of such alterations as required.

### Exterior Guidelines:

#### Grounds Maintenance:

The exterior of the Representational Facility plays a major role in establishing the proper Coast Guard image. The facility and its immediate area should project a unified and coherent design, be aesthetically pleasing, and have a look that is compatible with the local community and environment. For specifics information regarding budgetary expenses for grounds maintenance refer to **Enclosure 3**.

#### Landscaping:

- The Coast Guard will provide for grounds care. The servicing maintenance command will establish a lawn, tree, and shrub maintenance standard and approved plant list. This information will be included in the **Resident’s Guide**.
- Sprinkler systems are not generally viewed as a standard system for most homes. However, for those Representational Facilities located in an area where sprinkler systems are a typical private-sector residential construction standard, and where the system will provide protection to the landscape at an overall cost savings, the Coast Guard will provide for their installation and maintenance.
- When self-help projects are planned, plants recommended for use in landscaping are those that are hardy, indigenous to the area, and do not require excessive maintenance, such as constant trimming or pruning, or excessive watering.
- If it is the desire of the Representational Facility occupants to landscape, the Coast Guard will fund the purchase of perennials, grass seed or sod, landscaping timbers, pavers and stone, and other appropriate materials. If annuals are desired, it will be at the discretion of the occupant to purchase.
- Major landscaping projects and plantings, especially through self-help efforts, should be coordinated with the Special Command Aide, associated facilities maintenance command, and civil engineering unit. Refer to the **Self-Help** division of the **Handbook** Section of the **Resident’s Guide** for specific guidelines.

Lighting:

- Exterior lighting should be used to illuminate walkways, porches, patios, decks, significant site features, entrances, house numbers, flagpoles, parking areas, and areas identified for threat protection as required for additional security. Facilities with insufficient exterior lighting should have appropriate projects incorporated in the Master Plan for planned execution.

Fencing:

- All Representational Facilities may have a privacy fence for visual screening and definition of outside living areas. Additionally, perimeter fencing may be provided for defining boundaries, safety, security, and ornamental reasons.

Parking:

- Representational Facilities should have two parking spaces per unit and one single-car garage or carport.
- Since the design of driveways and parking areas affects the appearance of the facility and surrounding neighborhood, expansive parking areas are discouraged.
- Use durable, slip resistant floor covering materials in garages or carports. Avoid the use of indoor/outdoor carpet.

Trash Enclosures:

- Each Representational Facility should have an exterior area large enough for trash containers and recycling receptacles.
- Trash enclosures should be located with access to the trash pick-up point, should be compatible with the exterior design of the house, and should screen trash containers from the street, common areas, or other living units.

Outdoor Living Spaces:

- Outdoor living spaces include, but are not limited to: patios, decks, porches, and breezeways. These spaces are neither heated nor cooled, either independently or through house systems.
- Ceiling fans may be installed to regulate the temperature of both covered and enclosed outdoor living spaces.
- It should not be expected that outdoor living spaces be finished with interior-quality finishes.
- Outdoor Living Spaces may be enclosed.
- Decks should be constructed from low-maintenance, durable materials including various synthetic and composite products (i.e. brick, slate, concrete, composite wood decking, etc)

Facility Exterior:

- Doors may be replaced when they become unserviceable, and they should complement the architectural style of the house.
- For security, dead-bolt locks should be installed on all entry doors.
- Full glass and screen storm doors are recommended over those with partial glass and screens because they let in more light and are generally more attractive.

- Closed circuit television monitor systems may be installed when the need is identified in a force-protection threat assessment.
- Mailboxes, house plaques, and numbers should be installed in accordance with U.S. Postal Service standards and other design standards. House plaques should be re-usable and made of durable materials.
- The facility may have a flag stanchion attached to the exterior of the residence, or consideration should be given to residential scale, freestanding flagpoles.

### Interior Guidelines:

To accommodate the variety of social functions that flag officers are expected to host, special consideration must be afforded relative to storage, food preparation, dining space, temperature control, lighting and air circulation. The entertainment area of the facility is that area of the Representational Facility intended to accommodate public rather than private entertainment. Included are:

#### Interior:

- Entrance foyer
- Living room(s)
- Dining room
- Family room or den
- Powder room
- Kitchen areas
- Storage areas (pantry)
- Connecting hallway

#### Exterior:

- Patio
- Deck
- Porch

Special allowance items authorized to Representational Facilities include linens, dishware, glassware, silver, kitchen utensils, and certain appliances. These items are covered thoroughly in **Enclosure 3**.

#### General Standards:

- Each Representational Facility shall accommodate cable television, telephone service, and appropriate direct connectivity for the Coast Guard's standard computer workstation. The facility shall have three (3) common telephone lines for military use only: 1) Fax line, 2) Phone for SCA use, and 3) Phone for Flag Officer use. Secure communications can be established through a STUIII phone utilizing the Flag Officer's phone line. One telephone line for private use shall also be provided for the resident and their family (costs for telephone service provided to this line shall be borne by the resident). Additional outlets and services requested and paid for by the resident can be provided



through coordination with the local service providers outlined in the unit specific section of the Coast Guard Representational Facilities Resident's Guide.

- Government furnished mini-blinds, shades, or vertical blinds may be installed throughout the house.
- Government furnished drapery and other approved window treatments are authorized throughout the quarters.

**Finishes:**

- When hallways, or connecting stairways or stairwells form a visual part of the foyer, their finishes and architectural decorative millwork such as crown molding, chair rails, and wainscoting, should be compatible with those of the foyer.
- Ceilings should be of a white flat or satin finish. Paints with texture additives should be avoided since they make refinishing difficult without removal of the texture.
- Primary wall finishes should be of a neutral tone throughout the house. Wall paint should be of a satin finish in the living room, dining room, family room, bedroom and hallways. Semi-gloss finishes are recommended in the kitchen, bathrooms, utility rooms, laundry area, and storage rooms.
- To prevent expensive stripping of paper and repair of walls at change of occupancy (typically due to damage caused by hanging of personal mirror and artwork), occupants are encouraged to avoid the use of wallpaper and decorative borders except in kitchens, bathrooms, and between the chair railing and baseboards in the entertainment areas. Wall covering should be of adequate weight, strippable vinyl to withstand point impacts and provide good "clean up" characteristics. If replacing wall coverings on plaster walls, prepare the wall surface properly with a plaster skim coat to help preserve it. Wall coverings should not be used on ceilings, paneling, or wainscots.
- Carpeting should be of neutral tones. Carpet should be avoided in potentially wet or high-traffic areas, such as the foyer, bathrooms, powder room, kitchen, and laundry area. For these areas, floor coverings should be high-grade, appropriate to the space, durable, water-resistant, slip-resistant, and easy to clean. Further information regarding carpeting and area rugs are covered in **Enclosure 2**.
- Window Coverings are thoroughly covered in **Enclosure 2**.

**Lighting:**

- Foyer lighting should be incandescent, and may be ceiling- or wall-mounted, or recessed. Connecting stairways or stairwells are considered a part of the Foyer.
- Kitchen lighting may be incandescent or fluorescent, recessed or surface-mounted. Track lighting or under-cabinet lighting may be incandescent or fluorescent.
- One government furnished chandelier with dimmer switch is authorized in the dining room. Residents may elect to install their own chandeliers at their own expense. As an option, recessed or wall-mounted lighting (sconces) fixtures are acceptable in the dining room.
- Living and Family room lighting should be incandescent, ceiling- or wall-mounted, recessed, or part of a ceiling fan. Other accent lighting may be provided as appropriate.
- Lighting in bedrooms and hallways/stairways should be incandescent.
- Lighting in laundry areas should be fluorescent.

Cabinets and Other Built-In Items:

- Kitchen cabinets are expected to last 10-15 years, and should only be replaced when their useful life is exceeded, or as part of a whole-house renovation. The cabinet finish should be of such quality materials and construction as to ensure the 15-year life expectancy.

Life Safety Standards:

- The Coast guard provides CO detectors to protect against possible CO poisoning caused by the malfunction of fuel-based burning systems. Hard-wired CO detectors should be considered during major improvement periods.
- Smoke detectors are installed according to current fire codes and Coast Guard design criteria.
- Fire extinguishers are provided in various locations
- Facilities may have security systems

## Furnishings (Furniture, Window Coverings, Carpeting, Tableware, and Appliances) Allowances

For all policy regarding expenditures of furnishings, window coverings, carpeting, tableware, and appliances, refer to **enclosure 3**, which delineates expenditure approval thresholds and approval authority for expenditures in excess of these thresholds.

### Furnishings

It is expected of Representational Facilities to have furnishings that will enhance the occupant's ability to perform official entertainment functions. The Coast Guard provides supplemental furnishings to assist in furnishing the public entertainment areas of these facilities. Government-provided furniture is not intended for and should not be expected to be a replacement to personal belongings. Government-provided supplemental furniture is authorized for official entertainment areas defined as living rooms, dining room, foyer, family room or den, hallways, porches or patios, guest bedrooms, and Special Command Aide spaces. The following list contains the supplemental furniture items that would be found in a Representational Facility:

Living Room:	Couch Love Seat Two (2) Chairs Coffee Table Two (2) End Tables Two (2) Lamps	Miscellaneous:	Throw Rugs (as appropriate) Desk w/chair for SCA 5-drawer file cabinet for SCA Sleeper Couch (loveseat) for SCA
Dining Room:	China Hutch Dining Table and Chairs (seating for up to 16) Buffet Server Tea Cart Table Pads	Porch or Patio:	Patio Table w/ Umbrella (seating for 12) Two (2) Side Tables Portable Bar
Foyer:	Entry Table Mirror Lamp	Guest Room:	Bed and Head Board Dresser w/Mirror Two (2) Nightstands Desk with Chair Two (2) Lamps

It is imperative to ensure usability of furniture to those who succeed the current occupant. Therefore, neutral color schemes are recommended for all furniture. The Engineering Logistics Command will maintain a website which will contain on-line catalogs for all furniture, china, tableware, flatware, and hollowware on GSA contract. All new or replacement items shall be ordered through this website. Access information will be contained in the Representational Facilities' **Residents Guide**.

## Window Coverings

Draperies and/or sheer curtains are authorized for the official entertainment areas of the facility. Venetian blinds or shades are authorized for personal areas of the facility. In addition, draperies and/or sheer curtains may be provided as reasonable window coverings throughout all areas of the facility when unusual window size or historical nature precludes use of Venetian blinds or shades. The facility master plan should include routine drapery replacement.

## Carpeting

Carpeting is an acceptable floor covering in Representational Facilities and can be provided through most areas of the facility. Frequent cleaning, such as spot cleaning, by the resident is encouraged to maintain the life and serviceability of the carpet. There may be instances when professional cleaning is needed on a more frequent basis, such as following public entertainment events or in high traffic areas. Carpet should be avoided in potentially wet or high-traffic areas, such as the foyer, bathrooms, powder room, kitchen, and laundry area. For these areas, floor coverings should be of high quality, appropriate to the space, durable, water-resistant, slip-resistant, and easy to clean.

Area rugs are considered furnishings and are authorized for hardwood/bare floors in the entertainment areas. Government issued rugs should not be placed in rooms with wall-to-wall carpeting.

## Tableware

Representational Facilities are entitled tableware to include table linens, china, glassware, silverware, serving silver, and kitchen utensils. The following is an appropriate inventory for Tableware found in a Representational Facility:

<u>ITEMS</u>	<u>QUANTITY</u>	<u>ITEMS</u>	<u>QUANTITY</u>
<b>CHINA</b>		<b>CRYSTAL</b>	
Service Plate	24	Goblet	24
Dinner Plate	24	Wine	24
Salad Plate	24	Claret	24
Dessert Plate	24	Flute	48
Bread/Butter Plate	24		
Tea Cup	24	<b>SILVER FLATWARE</b>	
Tea Saucer	24	Tea Spoon	24
Cream Soup Bowl	24	Soup/Dessert Spoon	24
Cream Soup Liner	24	Table Fork	48
Demitasse Cup	24	Table Knife	48
Demitasse Saucer	24	Salad Fork	24
		Table Spoon	24

Cocktail (Oyster Fork)	24
Cold Meat Fork	2
Gravy Ladle	2
Large Serving Spoon	6
Sugar Spoon	2
Pie Server	1
Butter Serving Knife	4
Butcher Knife	2
Carving Knife	2
Carving Fork	2
Soup Ladle	2
Nutcracker	2

**SILVER HOLLOWWARE**

Kitchen Pot & Pan Set (Commercial quality)	1
Tea & Coffee Set, 5-piece (Coffee/Tea Pot, Cream Pitcher, Sugar Bowl and lid)	1
Candelabra, Combination, 3-branch pair	1
Round Chafing Dish	2

Rectangular Chaffing Dish	1
Platter, 18"	2
Oval Waiter Tray 12"	2
Oval Waiter Tray 18"	2
Oval Dish 14"	2
Oval Dish 16"	2
Vegetable Dish 10"	2
Vegetable Dish and Cover 8"	2
Gravy Set, 3/4-pint	2
Pitcher, 2-quart capacity	1
Soup Bowl, 96 oz	1
Soup Tureen, 2-qt	1
Oil & Vinegar Caster	1
Bread Tray, 13"	2
Casserole, 2-quart w/Pyrex liner	1
Round Tray, Chased, 13"	2
Round Tray, Chased, 15"	2

**MISCELLANEOUS**

Personal Serving Trays	24
Cutting Block	1
Kitchen Knife Set	1
Meat Carving Station	1

**Linens****ITEMS                      QUANTITY**

Table Cloth	2 for each adjustable size of table
Napkins	48 (or double the number of tableware place settings)
Sheet Sets for Guest Bedroom	2
Comforter Set with Shams	1
Dust Ruffle	1
Pillows	4
Towel Sets	4
Kitchen Towels	8
Pot Holders	8
SCA Uniforms	2 for each Aide

**Appliances**

Appliances are inherently different from furniture even though they may be freestanding or installed. Generally, they are mechanical and require regular servicing. Kitchen appliance color should be neutral and compliment the kitchen décor. Authorized government supplied appliances are as follows:

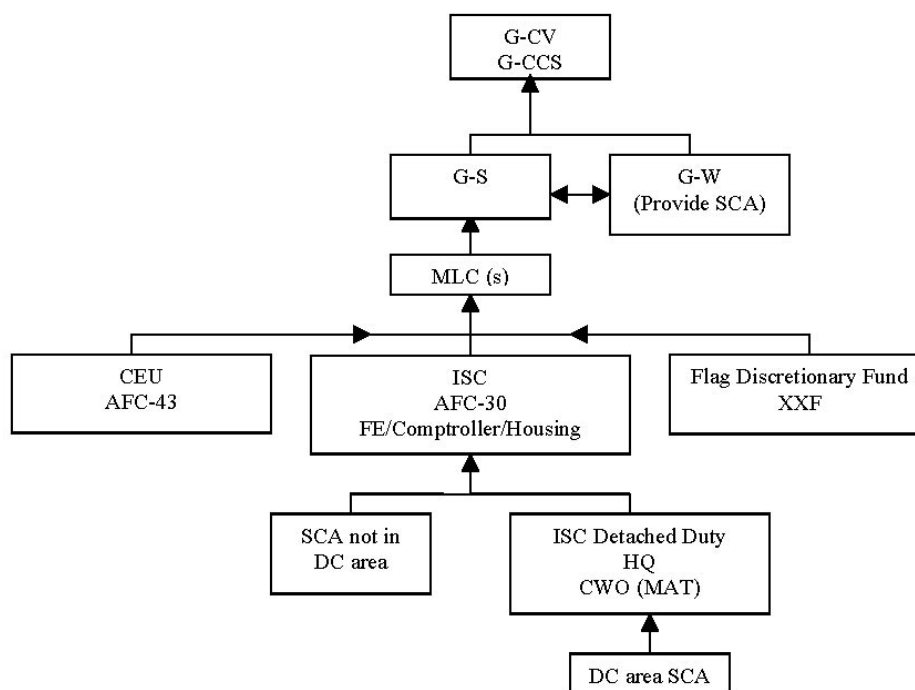
Item	Allowance	Notes
Commercial Range, Electric or Gas	1*	*A second range may be authorized by G-CV based on need for entertainment
Smoke Detector (required)	1 per floor	Hard-wired smoke detectors, with battery backup, are required
CO Detector (required)	1 per living level and centrally located outside each separate sleeping area	NFPA 720, Section 2.2
Commercial Refrigerator	1	2 may be authorized by G-CV through specific request
Deep Freezer	1	Based upon entertainment needs authorized by G-CV
Clothes Washer	1	Not specifically authorized within U.S. but authorized outside continental U.S.
Clothes Dryer	1	
Dishwasher	1	
Garbage Disposal	1	
Microwave Oven	1	
Trash Compactor	1	If part of kitchen design
Industrial Ice Maker	1	
Food Processor	1	
Industrial Coffee Pot	2	
Industrial Electric Mixer	1	
Fire Extinguishers	2 or	1 per floor and 1 for garage use
Carpet Cleaner	1	
Shop Vacuum	1	
House Vacuum	1	
Leaf Blower	1	
Power Washer	1	
Weed Eater	1	
Gas BBQ Grill w/cover	1	
5000KW Generator	1	
Telephone	2	
Fax Machine	1	

## Programmatic Maintenance and Administration of Representational Facilities

The Representational Facility's corresponding Civil Engineering Unit (CEU - budget AFC-43 funds) and the Integrated Support Command (ISC - budget AFC-30 funds) generate the annual spend plan, which focuses on preventative maintenance and repair of the Representational Facility (reference table below). All short and long-term maintenance projects should be represented on the spend plan which is updated annually and submitted to Commandant (G-CV) via Commandant (G-S). It is also important to note that the limits proposed in this instruction do not constitute budgets, but merely points at which higher approval authority is mandated. It is imperative for the Special Command Aide to serve as a direct liaison to the representing ISC for all facility needs. This is not to include personal needs of the residents (see **enclosure 1**). The **Resident's Guide**, which is issued for each Representational Facility, provides specific direction to both the residents and Aide on all maintenance procedures. Reference Special Command Aide and Representational Facility Management Manual, COMDTINST M5300.11(series), for details regarding the specific responsibilities of Special Command Aides.

<b>Quarters</b>	<b>Facility Oversight and Responsibility for Maintenance</b>	<b>Facilities AFC-30 Oversight</b>	<b>AFC-43 Oversight</b>
G-C	ISC Portsmouth	D5	CEU Cleveland
G-CV	ISC Portsmouth	D5	CEU Cleveland
G-CCS	ISC Portsmouth	D5	CEU Cleveland
Atlantic Area	ISC Portsmouth	D5	CEU Cleveland
MLCLant	ISC Portsmouth	D5	CEU Cleveland
Academy	Academy	Academy	CEU Providence
CCGD1	ISC Boston	D1	CEU Providence
CCGD7	ISC Miami	D7	CEU Miami
CCGD8	ISC New Orleans	D8	CEU Miami
CCGD9	ISC Cleveland	D9	CEU Cleveland
CCGD13	ISC Seattle	D13	FD&CC Pacific
CCGD14	ISC Honolulu	D14	CEU Honolulu
CCGD17	CEU Juneau/ISC Ketchikan Detachment Juneau	D17	CEU Juneau
JIATF East	U.S. Navy	USN & MLCLANT	U.S. Navy
Pacific Area	ISC Alameda	D11	CEU Oakland
MLCPac	ISC Alameda	D11	CEU Oakland
JIATF West	ISC Alameda	D11	CEU Oakland

The following flow diagram shows the chain of command for budget and allocation requests for Representational Facilities:



## Recurring Maintenance

The recurring maintenance proposal is an AFC-30 expense plan and shall include all minor maintenance projects costing less than \$3K (i.e.: painting, carpet / flooring replacement, decorating plans, utility costs, service contracts for repair work or grounds maintenance, pest control, refuse removal, street sweeping, security, etc.) **Notes: This money is not to be taken from the local housing program account.** A separate AFC-30 account for Representational Facilities shall be maintained at each respective ISC.

AFC-30 expenditures in excess of \$25K per year, per Representational Facility, must be approved by Commandant (G-CV). Other thresholds requiring Commandant (G-CV) approval to exceed are:

- \$3k per purchase for recurring maintenance or repairs (i.e. painting, carpet replacement, etc).
- \$6k per year for maintenance (repair and purchase) of furnishings after initial outfitting
- \$1k per year for tableware after initial outfitting

In addition, AFC-30 funding may be used for purchasing non-consumable supplements to existing tableware and or furnishings specifically for entertainment purposes. All other entertainment items should be purchased using NAF-XXF funds.



## Non-Recurring Maintenance

The AFC-43 maintenance plans are for all non-recurring, maintenance or improvement projects costing \$3k or more. AFC-43 projects are initiated by submitting Shore Station Maintenance Records (SSMRs) to the servicing CEU for approval. The CEU, along with the respective district Planned Operational Priorities (POP) boards, prioritize AFC-43 projects annually. Such projects should be anticipated well in advance and incorporated into the Representational Facilities' Master Plan to generate SSMRs. AFC-43 expenditures in excess of \$25k per year, per Representational Facility, must be approved by Commandant (G-S). The Financial Resource Management Manual, COMDTINST M7100.3(series), provides further guidance on AFC-43 vs. AFC-30 expenditures. **Note: The acquisition process for AFC-43 services should be coordinated with either a CEU or ISC Contracting Official.**

## Furnishings and Appliances

As a general rule, AFC-43 covers repair or replacement of components that are an integral, built-in component of the facility and exceed \$3K. It also covers major, non-consumable equipment needed to support the facility. If an appliance, furnishing or component is freestanding, or if its cost does not exceed \$3K, then it is considered an AFC-30 expense. Otherwise, it is usually an AFC-43 expense. Although free-standing appliances such as portable dishwashers, refrigerators, and washer-dryers are normally considered AFC-30 expenditures, they are not considered furnishings in the sense that they do not count against the annual \$6k furnishings limit.

The quality of materials and workmanship used to maintain, repair, or rehabilitate furnishings and equipment will be consistent with the planned use. Use materials more durable than the original only if anticipated reductions in future maintenance costs within the expected period of use will offset the increased cost. Limit furnishings and equipment maintenance and repair to what is essential to keep items in a serviceable condition and to protect the Government's investment. Government-owned carpets, rugs, and drapes may be cleaned at Government expense. Repairs to authorized Government-owned furnishings will not exceed 75 percent of replacement costs. See Supply Policy and Procedures Manual, COMDTINST M4400.19(series) for further guidance.

Where possible, use AFC-30-funded commercial contracts or GSA services to maintain and/or repair furnishings. To obtain the benefit of volume prices for contracted work, activities reasonably close to the source of service should coordinate to combine repair and continuing maintenance requirements under one contract. Inspect furnishings periodically to determine need for repairs. To minimize the number of inspections in occupied units, inspect on change of occupancy and during regular inspections unless surveying for a replacement program of significant magnitude. It is equally important to frequently inspect the condition of storage spaces and items in storage and take any action necessary to protect them.

## Contracting Services

When contracting for furnishings maintenance and repair, exercise care in preparing specifications to define scope of work, specify finishes, hardware, materials, inspections, etc. (if need be, the servicing CEU can provide professional assistance and review of specifications to the local servicing support unit for continuing contracts or those involving substantial funds). As stewards of the taxpayer's money, it is imperative to properly identify when it is necessary to repair an appliance or furnishing vice completely replacing it. Age is a large factor, but expressed and actual need, budget, and frequency of use should also be factored.

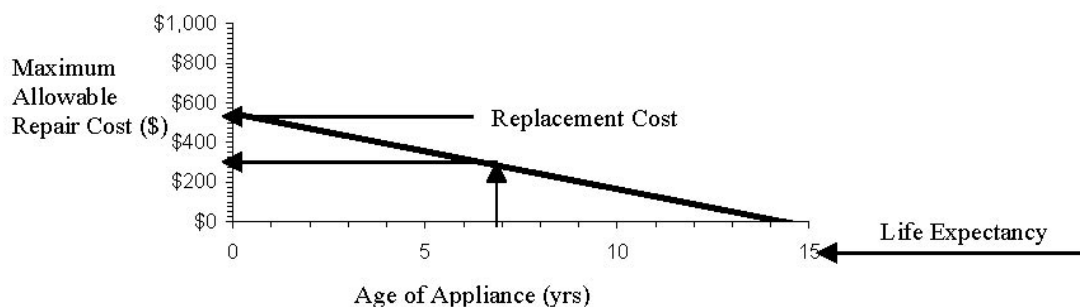
### Equipment Repair and Replacement Criteria:

The table below provides the typical life expectancy of various appliances. It is used in conjunction with an economic analysis graph (see example below) to determine whether or not a particular item should be repaired or replaced.

Use this table to plan equipment repairs or replacement.

Normal Equipment Life Expectancy (In Years)		
Equipment	Non-Tropical	Tropical
Freezer	15	12
Refrigerator	15	12
Range	15	12
Clothes Washer	10	8
Clothes Dryer	10	8
Dishwasher	9	7
Trash Compactor	10	8

### EXAMPLE: REPAIR vs REPLACEMENT of RESIDENCE APPLIANCES



#### Sample Calculation

An approximately 7 year-old refrigerator requires repairs totaling \$220. Replacement cost is \$575. Entering the graph with the current age, the maximum allowable repair cost is \$325. Therefore, repair is more economical.

#### Procedural Steps:

1. Determine appliance age.

2. Determine appliance's expected life (use table above).
3. Estimate repair cost.
4. From GSA schedule, determine replacement cost of an item of essentially the same size and features as item to be replaced.
5. Create a graph that charts a diagonal line between the “replacement cost” and the maximum “life expectancy”. (see sample above).
6. Enter the graph with the appliance's actual age and draw a vertical line that intersects the diagonal one drawn earlier.
7. From this intersection point, project a horizontal line to intersect with the y-axis (repair cost line) and identify the Maximum Allowable Repair Cost.
8. If the identified Maximum Allowable Repair Cost is greater than the estimated repair cost, then undertake repairs. In the case of equal or near-equal results, repair is usually the better alternative due to the high initial cost of replacement equipment. However, intangible factors such as size differential between the old and new piece of equipment, desirable features of new technology, new equipment's lower energy use or operating costs, and availability of funds for replacement should all be taken into consideration before any decision is made.

### Furnishings Repair and Replacement Criteria:

Normal Furnishings Life Expectancy (In Years)		
Furnishing	Non-Tropical	Tropical
Carpet (traffic area)	5-6	3-4
Carpet (non-traffic)	8	6
Drapery	10	6
Area Rugs	15	12
Coffee & End Tables	15-20	15
Occasional Tables	25+	25+
Dining Tables	15	12
Outdoor Tables	10	8
Night Stands	10	10
Sofas(non-sleep)	10	10
Sofas(sleep)	8	8
Easy Chairs	10	10
Arm Chairs	10	10
Table & Floor Lamps(not including shades)	12	12
Lamp Shades	4	4
Ottoman	8	8
Outdoor Chairs	8	6
Outdoor Gliders	8	6
China Cabinet	15	12
Buffet	10	10
Desk w/chair	15	15
Bed(includes frame, etc)	10	8
Dresser	15	15
Mirror	25+	25+
Magazine Rack	15	15
Fireplace Set & Screen	6	10
Carts	8	8

The table above shows the average life expectancy of certain furnishings. “Tropical” as used in the table denotes locations in which the yearly average rainfall exceeds 75 inches.

The same discretion given to appliances should also be given to furnishings. Repair costs are limited to within 75% of replacement cost, and replacement should not be considered unless the furnishing has reached its useful life expectancy or has been damaged beyond repair (>75%). When practicable, furniture may be reupholstered to match current styles, but replacement options must meet the above criteria.

## Master Plan Development

1. Master Plans for Representational Facilities shall be updated every five (5) years by the servicing Maintenance & Logistics Command (MLC) (typically accomplished through their respective ISCs and CEUs). The Implementation Spend Plan, which is included in the Implementation section (see example below), shall be updated annually by the servicing Integrated Support Command or other responsible unit. Submit Master Plans to Commandant (G-CV) for approval through Commandant (G-SEC).
2. Formatting for Representational Facility Master Plans (formerly Flag Quarters Master Plans) has been completely changed so that they may be compatible with the Resident's Guide. The following formatting guidelines shall be followed when developing and submitting Representational Facility Master Plans:
  - a. Submissions shall be sent both hardcopy and electronically. The electronic copy may be submitted either by 3.5" floppy disk, CD, or emailed to the Representational Facilities Program Coordinator at Commandant (G-SEC-1). (call 202-267-1314 for email address).
  - b. "Page Set-Up" parameters shall be as follows:
    - 8 ½" x 11" paper in "LANDSCAPE" direction
    - Right Margin (inside): 1.5"
    - Left Margin (outside): .7"
    - Top Margin: 1"
    - Bottom Margin: 1.25"
    - Gutter: 0"
    - Header: .5"
    - Footer: .5"
    - Mirror margins
  - c. "Format Column" settings shall be as follows:
    - Provide two (2) columns
    - Right column size: 6.3"
    - Left column size: 2.4"
    - Spacing: .1
  - d. Footers shall be labeled as follows: "II-(Section #)-(Page #)" example: II-1-1
  - e. Font shall be "Times New Roman" and 12 point size, and paragraphs shall be "Justified".
  - f. Hardcopy submissions shall be double-side printed.

3. The following example shows the specific sections, which shall be included in the Master Plan and gives a brief description of each along with its specific function.

(EXAMPLE FORMAT)

(INSERT NAME OF FACILITY) MASTER PLAN

TABLE OF CONTENTS

1. INTRODUCTION	1
2. BACKGROUND	page #
3. FACILITY ASSESSMENTS	“
4. STUDY AREAS AND RECOMMENDATIONS	“
5. DESIGN GUIDELINES	“
6. IMPLEMENTATION	“
APPENDIX A REFERENCES	“
APPENDIX B MAINTENANCE COST HISTORY	“
APPENDIX C PREVENTIVE MAINTENANCE SCHEDULE	“
APPENDIX D PROPERTY SURVEY	“

i

(end page one)

1. INTRODUCTION:

1.1 Purpose and Scope:

“This residence, designated as a Representational Facility by Maintaining and Supporting Representational Facilities, COMDTINST 11103.1(series), serves as living accommodations for the (insert title) Commander and, as required, Government-furnished quarters for visitors on official business. This Master Plan examines the physical adequacy of these facilities and furnishings and identifies future necessary repairs, modifications, improvements and replacements within a five (5) year planning horizon.”

1.2 Premises:

(List facts and data used for the development of the Master Plan)

1.3 Assumptions:

(List assumptions made for determining the best direction regarding future use of the Representational Facility over a 10-year period)

#### 1.4 Methodology:

(Identify the basis for identifying and including specific items within the Master Plan and how the framework was developed.)

### 2. BACKGROUND:

#### 2.1 History

(Provide brief narrative describing quarters history as far back as possible; provide year any past and current Representational Facilities were acquired or removed from CG property inventory. Describe any pertinent rationale to change or upgrade the facility.)

#### 2.2 Site Demographics

(Describe the surrounding area, topography, proximity to metropolitan areas, distance from other military facilities, etc. Insert vicinity map as Figure A.)

#### 2.3 Geologic Setting

(Describe the geological characteristics of the site including bedrock, predominant soil types, and effects of erosion. Seismic characteristics and groundwater information should also be provided here.)

### 3. FACILITY ASSESSMENTS:

#### 3.1 Structures

(1. Provide detailed information on the type of construction, materials used, condition of individual building elements, and breakdown of structural improvement/major renovation projects completed in the past describing what was completed and why. Assess the adequacy and condition of the architectural features. Note any rehabilitation work or modifications made. Discuss any actual or potential problems with foundations, roofing, etc. 2. Provide color pictures [digital format] along with narrative of rot, deterioration, mold, member failure, or other structural defect/problem discovered. 3. Include a room-by-room description identifying function, size, finishes, unique characteristics, and pictures of problems identified. 4. Include separate specific information on out-buildings [garages, sheds, etc] over 100sqft ).

**Note: General pictures of rooms and exterior elevations are included in the Resident's Guide, and should not be provided as part of the Master Plan. Pictures provided should only show damage/problems identified during inspection.**

### 3.2 Installed Systems:

(1. Provide detailed information on the type(s) of heating, cooling, and ventilation systems used in the facility. Include dates of installation [as nearly as possible], past repair/improvement projects completed and background reasons why, and pictures [as far as practical] with narrative of any specific defects or problems discovered. 2. Provide detailed information on security systems installed including location of system components, etc. 3. Provide detailed information on fire suppression systems including sprinklers [show locations and shut-off valves], and other systems such as kitchen range hoods, etc. 4. Identify and discuss effectiveness and adequacies or inadequacies of system components, and actual or projected problems with all systems identified above. Provide pictures of discrepancies.)

### 3.3 Utility Services:

(1. Provide detailed information on the electrical, telephone, cable television, computer, sanitary, water, fuel oil, and other utility systems. 2. Include types of conduit and piping materials used, number and locations of panelboards, phone and computer jacks, and cable television jacks, maximum electrical capacity, as well as any special systems such as sump pumps, lift stations, generators, generator switch panels, etc. 3. Identify and discuss effectiveness and adequacies or inadequacies of system components, and actual or projected problems with all systems identified above. Provide pictures of discrepancies.)

### 3.4 Grounds and Landscaping:

(1. Provide detailed information on the types of landscaping materials used [i.e. mulch, stone, topsoil, etc], plants, trees, and vegetation indigenous to the area and those located on the facility grounds. 2. Identify and discuss retaining walls, drainage ditches, catch basins, gutter runoff systems [show locations of underground piping], lawn sprinkler systems [show locations of sprinkler heads, underground piping, and system components], and other landscaping features such as flagpoles, monuments, fountains, gardens, fences, lighting, special seating areas, patios, paths, and sheds [less than 100sqft, otherwise provide information identified under "Structures" section above]. 3. Identify and discuss functionality, "curb appeal", and both actual and projected problems with all elements identified above.)

### 3.5 Vehicular Circulation and Parking:

(Provide detailed information on site accessibility, driveway and entrance construction, parking availability, and vehicular circulation. Identify and discuss existing and perceived problems.)

### 3.6 ADA Compliance and Pedestrian Circulation:



(Provide detailed information about installed measures to accommodate disabled persons and the overall pedestrian circulation characteristics with regards to sidewalks, ramps, steps, paths, exterior access lighting, etc. Include construction types and overall condition. Identify and discuss existing and perceived problems.)

3.7 Safety, Signage, Security:

(1. Provide detailed information about existing security measures such as gates, fences, cameras, guards, secure communications, etc. Discuss security shortfalls and potential problems. 2. Discuss facility signage and identify existing and potential problems. 3. Fully evaluate the safety conditions of the facility and identify existing and potential problems.)

3.8 Furnishings:

(Conduct a complete evaluation of all government provided furnishings including furniture, draperies, carpets, appliances, tools, equipment, china, tableware, and hollowware, etc. Refer to **enclosures 2 and 3 of Maintaining and Supporting Representational Facilities, COMDTINST 11103.1(series)**, for determining minimum furnishings outfitting requirements, and recognized furnishings life expectancies. Identify and discuss existing and potential discrepancies and repairs or replacement requirements. For guidance in acquiring, maintaining, and repairing artifacts and art, contact the Coast Guard Curator at 301-763-4008.)

4. STUDY AREAS AND RECOMMENDATIONS:

(Analyze all the problems identified in the “Facility Assessments” section above, and provide recommendations for correction/repair. List all recommended projects [AFC30, AFC43, and AC&I] needed to maintain the quarters in good condition and to correct discrepancies. **This list shall be provided as Figure 2 in this section and should be a stand-alone insert [i.e.: do not incorporate other section information on the back side of printable pages]. Update list annually to remove completed projects and include new ones and provide a copy to the Special Command Aide in charge of the Representational Facility by 01 OCT so he/she may update the Resident’s Guide.** Combined with the Implementation Plan [Section 6 below], these lists should generate appropriate resource programming documents.)

5. DESIGN GUIDELINES:

(These guidelines are intended to provide continuity in the organization of building design and landscaping. It is anticipated that specific elements of the Master Plan may change over time. The guidelines allow the Master Plan to adapt to changed priorities over the long term without losing the continuity established by this version. The guidelines first evaluate existing themes, then identify design concepts to be developed, and finally make specific recommendations for color, design,

plantings, and the like. Research and evaluate historical, residential, and regional building and landscape characteristics for the structure and surrounding grounds, and establish guidelines by which all renovation/project work shall be performed.)

5.1 Historical Guidelines:

5.2 Building Design Guidelines:

5.3 Landscape Design Guidelines:

5.4 Functional Criteria:

(The standard references in Appendix A prescribe selecting and sizing Representational Facilities. The residence and its surroundings must include: adequate parking not limited by the neighborhood surrounding the site, easy access, an architectural style that will not limit future rehabilitation nor require expensive maintenance, a two- or three-car garage, and secure executive location. Reference (a) re-designates all Flag Officer quarters as Representational Facilities. Reference (b) controls size [References are listed in Appendix A.]

6. IMPLEMENTATION:

(The project recommendations developed above are assembled into an action plan in this section. All projects listed in the Implementation Plan shall be cross-referenced to the Study Areas and Recommendations (Section 4) and the Design Guidelines (Section 5). Assign projects cited above to the appropriate budget year recognizing that the end of the useful service life for some items is more predictable than others. The goal is to program replacement or repair systematically and avoid the appearance of engaging in seemingly expensive, unplanned expenditures. Include SSMR numbers and cost estimates for each project.)

6.1 Implementation Spend Plan (Figure 3):

(The following example shows the required format for the Implementation Spend Plan:

<b>Implementation Spend Plan</b>					
<b>PRIORITY</b>	<b>DESCRIPTION</b> Work items with an asterisk (*) in the 'Proposed Implementation Date' column are recommended for immediate implementation, subject to available funding and resources, outside of the standard programming of the Implementation Plan	<b>FUNDING (\$1,000s)</b>			<b>PROPOSED START DATE</b>
		<b>AFC30</b>	<b>AFC43</b>	<b>AC&amp;I</b>	
1	• Temporary Fire Protection in Garage (7)		5		FY02*
3	• Clean Gutters/Downspouts (26)	contract			FY02
3	• Rebuild Garage and Redesign front entrance and driveway (30)			375	FY03

Three priorities were established to determine recommended implementation dates. These priorities are described below:

Priority 1: Items in this category require immediate attention because either they are a safety hazard, which should be addressed on an urgent basis, or because they should be completed prior to the current winter season.

Priority 2: Items in this category are a high priority and would provide a significant improvement but do not have the safety concerns of Priority 1.

Priority 3: Items in this category are either projects that would be most conveniently completed during resident's rotation in/out of the facility, due to the considerable disruption they would cause, or relatively simple work items which are a high priority, but do not have safety concerns.

**The Implementation Spend Plan shall be provided as Figure 3 in this section and should be a stand-alone insert [i.e.: do not incorporate other section information on the back side of printable pages]. Update list annually to remove completed projects and include new ones and provide a copy to the Special Command Aide in charge of the Representational Facility by 01 OCT so he/she may update the Resident's Guide.**

(start new page)

## APPENDIX A: REFERENCES

### Standard References:

- (a) Maintaining and Supporting Representational Facilities, COMDTINST M11103.1(series)
- (b) Representational Facilities Design Program Guide (attached: figures 4-1 and 4-2)

- (c) Coast Guard Housing Manual, COMDTINST M11101.13(series)
- (d) Military Handbook – Family Housing, MIL-HDBK-1035
- (e) Special Command Aide and Representational Facility Management Manual, COMDTINST M5300.11(series)

Additional References:

(List all other applicable references used in the Master Plan)

APPENDIX B: MAINTENANCE COST HISTORY

(Provide a table showing all completed AFC30 and AFC43 maintenance projects completed in the past 10 years)

APPENDIX C: PREVENTATIVE MAINTENANCE SCHEDULE

(Provide an all-inclusive list of all routine preventative maintenance items conducted on the facility. Include a description of the work performed, frequency, responsible party, and assign a control number. Examples are: flushing and fill water heater, changing air filters, cleaning chimneys, etc.)

APPENDIX D: PROPERTY SURVEY

(Include a legal description of the property surveyed, date of acquisition, and plat showing property boundaries, etc. Survey shall be reevaluated every five (5) years.

**O-7 THRU O-8—3 BEDROOM PLUS GUEST QUARTERS**

SPACE NAME	NET SIZE METRIC (m2)	NET SIZE ENGLISH (sf)	SPACE CODE
net areas			
LIVING ROOM	27	300	714.011
DINING ROOM (12 seats)	18	200	714.012
KITCHEN	18	200	714.013
BREAKFAST ROOM (8 seats)	11	120	714.014
FAMILY ROOM	27	300	714.015
DEN	11	120	714.016
ENTRY HALL	14	150	714.017
POWDER ROOMS (2)	8	90	714.921
QUARTERS MANAGER OFFICE	11	120	714.601
QUARTERS MANAGER BATHROOM	4	45	714.924
ADMIRAL OFFICE	14	150	714.602
MASTER BEDROOM	20	220	714.021
MASTER BATHROOM	8	90	714.922
BEDROOM #2	13	140	714.022
BEDROOM #3	12	130	714.023
BATHROOM	4	45	714.923
GUEST QUARTERS BEDROOM	15	160	714.024
GUEST QUARTERS BEDROOM CLOSET	1	10	714.412
GUEST QUARTERS BATHROOM	4	45	714.925
CLOSETS	9	100	714.411
BULK STORAGE	9	100	714.401
OFFICAL STORAGE	9	100	714.402
LAUNDRY	8	80	714.945
MECHANICAL/ELECTRICAL EQUIPMENT	16	180	714.801
HORIZONTAL CIRCULATION	10	105	714.996
VERTICAL CIRCULATION--STAIRS	14	150	714.998
VERTICAL CIRCULATION--ELEVATOR	9	100	714.997
WEATHER VESTIBULES (2)	5	50	714.901
ACCESSIBILITY RQMTS	9	100	714.999
subtotal net areas	338	3700	
net to gross factor	1.25	1.25	
subtotal gross net areas	422	4625	
<b>TOTAL GROSS AREA</b>	<b>422</b>	<b>4625</b>	
additional areas			
TWO-CAR CARPORT/GARAGE	48	525	714.042
PORCH	22	240	714.044
PATIO/DECK	33	360	714.045
GARDEN/TOOL SHED	11	120	714.046
subtotal gross additional areas	114	1245	

**Fig (4-1)**

**O-9 THRU O-10—3 BEDROOM PLUS GUEST QUARTERS**

SPACE NAME	NET SIZE METRIC (m2)	NET SIZE ENGLISH (sf)	SPACE CODE
net areas			
ENTRY HALL	14	150	714.017
ENTRY HALL CLOSETS (2)	3	30	714.403
COAT ROOM	14	150	714.404
POWDER ROOMS (2)	9	100	714.921
RECEPTION HALL	14	150	714.018
LIVING ROOM	44	480	714.011
WET BAR	9	100	714.405
DINING ROOM (24 seats)	34	360	714.012
BUTLER'S PANTRY	9	100	714.406
KITCHEN	18	200	714.013
PANTRY	9	100	714.407
BREAKFAST ROOM (8 seats)	9	120	714.014
FAMILY ROOM	34	360	714.015
DEN	11	120	714.016
POWDER ROOM	4	45	714.921
QUARTERS MANAGER OFFICE	11	120	714.601
QUARTERS MANAGER OFFICE STORAGE	2	20	714.408
QUARTERS MANAGER OFFICE BATHROOM	4	45	714.924
ADMIRAL OFFICE	14	150	714.602
ADMIRAL OFFICE CLOSET	2	15	714.409
ADMIRAL OFFICE POWDER ROOM	3	25	714.925
MASTER BEDROOM	20	220	714.021
MASTER BEDROOM CLOSETS (2)	9	100	714.413
MASTER BATHROOM	9	100	714.922
BEDROOM #2	14	160	714.022
BEDROOM #2 CLOSET	2	15	714.414
BEDROOM #3	13	140	714.023
BEDROOM #3 CLOSET	2	15	714.415
BATHROOMS (2)	8	90	714.923
LINEN CLOSETS (3)	3	30	714.416
GUEST QUARTERS BEDROOM	16	180	714.024
GUEST QUARTERS BEDROOM CLOSET	2	15	714.412
GUEST QUARTERS BATHROOM	4	45	714.926
BULK STORAGE	12	120	714.401
OFFICIAL STORAGE	11	120	714.402
LAUNDRY	10	100	714.945
MECHANICAL/ELECTRICAL EQUIPMENT	22	250	714.801
HORIZONTAL CIRCULATION	14	160	714.996
VERTICAL CIRCULATION--STAIRS	14	150	714.998
VERTICAL CIRCULATION--ELEVATOR	9	100	714.997
WEATHER VESTIBULES (2)	5	50	714.901
ACCESSIBILITY RQMTS	9	100	714.999
subtotal net areas	479	5200	
net to gross factor	1.25	1.25	
subtotal gross net areas	598	6500	
<b>TOTAL GROSS AREA</b>	<b>598</b>	<b>6500</b>	

**Fig (4-2)**



SPACE NAME	GROSS SIZE METRIC (m2)	GROSS SIZE ENGLISH (sf)	SPACE CODE
additional areas			
THREE-CAR CARPORT/GARAGE	72	800	714.043
FLAG QUARTERS PORCH	33	360	714.044
FLAG QUARTERS PATIO/DECK	44	480	714.045
GARDEN/TOOL SHED	11	120	714.046
subtotal gross additional areas	160	1760	

Fig (4-2)

# Residential Guidelines

## **Purpose**

This enclosure provides basic information on Representational Facility residential policy, regulation, and procedure. The Coast Guard Housing Manual, COMDTINST M11101.13 (series), and local housing instructions contain additional guidance.

## **Pets**

The term “pet” means domesticated animals that can be purchased in a pet store (i.e. dogs, cats, hamsters, fish) and kept in a family dwelling. “Wild” animals are not allowed in government owned facilities.

## **Discussion**

Having a pet in Representational Facilities is a privilege. Pet owners (guardians) must control their animals at all times to maintain a safe and pleasant community for everyone. This is particularly true in the case of dogs. Unattended dogs constitute a public hazard and will not be tolerated. Local ordinances will dictate, but all dogs should be on a leash.

## **Maximum Amount**

The absolute maximum number of dogs and cats that may be kept on a regular basis in a Representational Facility is two dogs or two cats or one of each depending on size and unit location. A reasonable number of other pets, such as caged birds, fish, hamsters, and the like, may be maintained.

## **Control of Pets**

Abandonment of pets is prohibited.

**Dogs:** Dogs must be under the direct supervision of a responsible person at all times. Dogs must be on a leash and under control when on walks/outside a confined area. All dogs may be confined to the back yard area, or allowed to reside in the facility as appropriate. They may be left unattended in an approved fenced area. If an authorized dog run is used, a responsible person must be present. Any dog that is not under control (leashed) may be impounded by the local animal control officers.

**Cats:** Cats may roam freely if they are not a health risk (i.e. feces) and/or nuisance to other residents and wear an identification tag. If the Housing Office receives three complaints about a cat, the cat must be confined to the resident’s quarters or pet privileges will be revoked.



## Clean Up

Areas where pets are kept (both indoors and outdoors) shall be maintained in a sanitary condition at all times. Pet guardians must be prepared to clean up after their pets when taking them for a walk. Failure to do so may result in revocation of the guardians privilege to keep pets.

Monitoring pet clean-ups will be strictly enforced.

## Removal by Authorities

Any pet(s) picked up two times in a six-month period shall be removed from the facility, and the pet guardians will lose the privilege to have another pet while a resident in government quarters. In all cases, when a pet is picked up, guardians are responsible for fines, kennel fee, and any fee for emergency treatment.

## Registration/Inoculation

All dogs and cats must be registered with the local Humane Society as per local regulations. Residents shall supply a copy of the registration to their respective Housing Office within ten (10) days of the arrival of the pet. All dogs/cats over four months of age shall be inoculated against distemper and rabies. Inoculations shall be kept current. Registration or licensing will be in accordance with local animal control authorities.

## Pet Damage

Sponsors are responsible for all acts of their animal, including damage to government or personal property, and clean up of feces deposited on property or streets. When the government is required to correct damages of this nature, the sponsor will be billed at current hourly labor and material cost.

## Breeding

Breeding/raising animals of any species in Coast Guard facilities is prohibited. Accidental litters must be removed from the residence by age 10 weeks.

## Spaying/neutering

It is recommended that all pets be spayed/neutered unless intended for breeding after tour completion in the facility. Contact the Humane Society for low-cost clinics.

## Animal Mistreatment

The tormenting or inhumane treatment of domestic or wild animals by residents will not be tolerated, if and when detected the violator(s) will be reported to the housing office or humane society.

## Dead Animals

Dead animals will be disposed of in accordance with local animal control regulations (call local Humane Society for guidance).

## Violations

Violation of these regulations will result in the loss of the privilege to maintain pets.

## Businesses & Yard Sales

All **home-based businesses** must be approved by the local Housing Office. Normal home enterprises such as Avon, Tupperware, cookware sales, jewelry sales/parties, etc. are acceptable. Computer websites are authorized providing they do not incur excessive utility charges, meet local, state, federal regulations, and do not bring discredit to the Coast Guard. *You are responsible for any costs, alterations, damages or repairs necessary to government property caused by or for this business.*

Residents may have **yard sales** provided they are properly supervised and limit the public's access to the facility.

## Operation Of Family Day Care

A Family Day Care Home is defined as any private residence that receives children for temporary custody and care on a regular basis during part or all of the day. Informal cooperative arrangements among neighbors or relatives, or the occasional babysitting of children with or without compensation is not considered Family Day Care.

Restrictions: Residents of Representational Facilities may not operate a "Family Day Care Home".

## Child Supervision Standards

Providing proper, timely supervision of a child's activity both inside and outside the home is the parents and/or guardian's responsibility. They must assess the maturity and judgment of the child, his/her capacity for self-care in any given situation, and accordingly set limits on the child's activity, whereabouts, whom he/she associates with, and when he/she will return home.

Failure to provide adequate supervision and protection of a child may result in an allegation of child neglect. Such parental or guardian behavior will be promptly addressed with appropriate action.

Some examples of inadequate supervision are:

- Absence of caretaker.
- Leaving a child with an inappropriate, incompetent or incapacitated caretaker.

- Failure to address destructive, self-destructive or anti-social behavior of a child.
- Locking a child inside or outside the home.
- Willful lack of knowledge of a child's whereabouts.
- Failure to take reasonable measures to protect a child from dangerous situations.

With respect to specific ages, it is difficult to establish firm guidelines on the extent and closeness of supervision. Parents or guardians should be aware that they are responsible for the safety and accountable for the behavior, of children in their custody and recognized by the Coast Guard as family members, regardless of age. Again, it is the parent's or guardian's responsibility to assess the maturity level, judgment and capacity for self-care of the child(ren). Minimum standards with respect to age are listed below. Keep in mind that children under eighteen need a legal guardian or an adult with power of attorney to approve any medical treatment. However, quality parenting calls for exceeding the minimum.

- A child of eight or younger should never be left unsupervised.
- A moderately or severely handicapped child should never be left unsupervised.
- A child of nine to twelve should not be left unsupervised for more than a short period of time - no more than fifteen minutes to twenty minutes.
- A child of twelve, if sufficiently mature, emotionally secure and non-impulsive, might be left unsupervised for two to four hours.
- A child of twelve if sufficiently mature and non-impulsive might be used as a caretaker of younger children under certain limited circumstances, and not to exceed two or three hours. The child must be left with a means of immediate access to an adult, either by telephone or by contact with a next-door neighbor. If available, it is recommended that the child have taken a baby-sitting course.
- Generally speaking, someone responsible eighteen years or older should be with a child overnight (12 hours or more). Very careful thought should be given before permitting a sixteen or seventeen year old to stay overnight alone.
- Children who are moderately or severely handicapped should never be left unattended in a motor vehicle.
- Children under sixteen should not be left unattended in a motor vehicle.
- Under severe weather conditions (heat, cold or otherwise) children of any age should not be left unattended.

## **Motor Vehicles**

### **Registration**

All motor vehicles kept at Representational Facilities must have valid state registration. Unregistered, abandoned, improperly parked, inoperable motor vehicles are not allowed in the housing area. In such cases, residents will be notified to remove the vehicle. If, after ten days the vehicle is not removed it will be towed at owner's expense.

## Parking

Residents may utilize designated parking spots or garage facilities. Do not park closer than ten feet from any fire hydrant or crosswalk. Do not park on grassed areas, dirt areas, sidewalks, or pedestrian walks. Vehicles shall not block driveways, crosswalks, alleys, or obstruct traffic. Special Command Aides shall coordinate street-side parking for special functions/events with local city officials.

## Recreational Vehicle and Equipment Control

Boats, trailers, “pop-up” campers, camper bodies, motor homes, and utility trailers may be parked at the Representational Facility for no more than 72 hours, unless otherwise authorized by the local Housing Office.

- **Guests** may park such vehicles at the facility for up to 72 hours.
- Extensions may be authorized by the local Housing Office.

Both guests and residents must park in accordance with the following regulations:

- Vehicle must not restrict normal vehicular traffic movement.
- Vehicle must be fully operational and registered.
- Vehicle must not damage landscape.
- Vehicle must not be a safety hazard or eyesore.

## Storage of Small Recreational Items

Un-trailerred small boats such as canoes, prams, rowboats may be kept at the Representational Facility under the provisions listed above, and must also comply with the following conditions:

- Must be stored in backyards or in garages only.
- Must be stored at least two feet above the ground (if outside).

## Other Vehicle Control

Only licensed motorized vehicles may be used on Representational Facilities. This excludes the use of go-cart and motor scooters.

## Vehicle Maintenance

Minor maintenance of personal motor vehicles is authorized at Representational Facilities. Major overhaul work such as engine/transmission removal, major body/frame work, or painting is not authorized. Any work that requires a vehicle to be on jacks for over eight hours is considered major work and is not allowed.

## Vehicle Washing

Providing there is no restriction on water usage, vehicles may be washed at or in the vicinity of the Representational Facility. Select a paved site that will drain readily to prevent an unsightly muddy area. CONSERVE WATER and be reasonable in the manner and frequency of your vehicle washing.

## Courtesy Rules

Quiet Hours: Quiet hours are generally designated between 2200 through 0700 Sunday through Thursday, and 0100 through 0800 Friday and Saturday (proceeding day, if holiday). The courtesy of maintaining these quiet hours when involved in either indoor or outdoor activities should be diligently observed.

## Pools, Spas, and Hot Tubs

“Kiddy” pools are authorized in Representational Facilities provided their water capacity does not exceed **50 gallons**. The following rules apply:

- Pools must be supervised by an adult at all times when in use.
- Pools must be drained and turned upside down or removed if left unattended, and/or before night fall.
- Pools may not be left in front yards or common areas when not in use.
- Residents are fully responsible for any incidents involving pools, including replacing dead grass.

**Spas and hot tubs** are authorized in Representational Facilities under the following conditions:

- Receive permission from Local Housing Office using a Self-Help form.
- Use only 110vac.
- Installed/removed at the sponsor’s expense.
- Have a lockable cover. Be covered and locked when not in use.
- Be kept inside fenced areas.
- Sponsors are fully responsible for any incidents and/or damage.
- Are fully insulated

## Waterbeds

Waterbeds are authorized in Representational Facilities. However, sponsors will be held responsible for any damage caused by the waterbed. Prior to installation residents must obtain approval from the command in charge of Facility Maintenance, and it is also recommended that waterbed insurance be obtained.

## Definitions

Special Command Position: A designation conferred by the Secretary of the U.S. Department of Transportation. Specifically: “a military position with public relations and social entertaining responsibilities which requires the incumbent to represent the interests of the United States in numerous social activities involving foreign and/or United States dignitaries of high government and military rank, plus prominent members of the business, industrial, labor, scientific and academic world.”

Representational Facilities: The official name given to those quarters occupied by Flag Officers assigned to Special Command Positions.

Official Entertainment Area: This is an interior living area in Special Command Quarters, which includes the entrance foyer, living room(s), dining room, guest bedroom(s), stairways, and hallways interconnecting these areas only. Enclosed porches, dens, libraries, family rooms, upstairs hallways (unless there is no bathroom available for guests to use on the first floor), and other areas of the quarters are not considered part of the official entertainment area.

Furnishings: Furniture, carpeting, draperies, household equipment, and items listed in enclosure (2). "Furnishings" do not include such household items as radios, audio equipment, televisions, and VCRs.

Recurring Maintenance: AFC-30-funded repairs or maintenance of any existing part of the quarters where costs do not exceed \$3K per project. Also, maintenance that is repetitive, regardless of cost. The facilities maintenance support command complete short-term maintenance plans to support these projects each fiscal year.

Non-Recurring Maintenance: AFC-43- or AC&I-funded repairs or maintenance of any existing part of the quarters where costs are \$3K or more per project. The facilities maintenance support command support these projects through SSMR and incorporate these long-term maintenance plans into the Flag Quarters Master Plan.

Improvements: Alterations, conversions, modernizations, additions, expansions, and extensions costing \$3K or more per year to enhance rather than repair a facility or system.

Tableware: All china, crystal, hollowware, table linens, and silverware to be used for entertainment purposes.

### PLANS:

Recurring Maintenance Plans: Minor maintenance projects (less than \$3K each). An AFC-30 expense plan is prepared to ensure the local budget manager programs AFC-30 funds. Plan is prepared by the Facilities Maintenance Support Staff

Non-Recurring Maintenance Plans: Major maintenance projects (greater than \$3K each). An AFC-43 expense plan supported by SSMRs (Shore Station Maintenance Records) submitted to the servicing CEU for prioritization and funding. Should be anticipated well in advance and incorporated into the Flag Quarters Master Plan, resulting in the generation of SSMRs.

Annual Spending Plans: Prepared by the command listed in enclosure (3), that is responsible for managing AFC-30 funding support provided in response to the annual, short-term maintenance plan budget request.

Representational Facilities Master Plans: Originated and updated annually by the commands listed in enclosure (3) who are responsible for managing AFC-30 funding support prepared with assistance from their Facilities Maintenance Staff.